DOCUMENT RESUME

ED 350 011 IR 054 196

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TITLE GPO Monthly Catalog...Quick Reference Guide [and] ERIC...Quick Reference Guide.
PUB DATE 91
NOTE 7p.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS College Libraries; Databases; Education; *Government Publications; Higher Education; Information Retrieval; *Library Instruction; *Online Searching; *Optical Data Disks; *Search Strategies
IDENTIFIERS Appalachian State University NC; *ERIC; *Monthly Catalog of U S Government Publications

ABSTRACT

These two brief guides are designed to assist users in searching the GPO Monthly Catalog of Government Publications and the ERIC databases on CD-ROM produced by Silver Platter Information, Inc. Each guide contains step-by-step instructions for: (1) simple subject searching using basic Boolean connectors; (2) displaying and printing; (3) correcting typing errors, stopping printing, and using special keys; (4) title, author, descriptor subject, and index searching; (5) interpreting search results; and (6) selecting show and print options. The guides were prepared at Appalachian State University for use with college students and library staff. (KRN)

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GPO Monthly Catalog . . . QUICK REFERENCE GUIDE

GPO Monthly Catalog indexes reports, studies, proceedings, handbooks, etc. issued by U.S. government agencies on various topics.

SIMPLE SUBJECT SEARCHING

(By Keywords)

Press F2 (FIND).

Type word or phrase. Avoid use of these words: [and, near, not, or, with, in, of] except as connectors.

Example: Iran contra

Press Enter.

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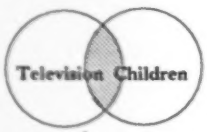
CONNECTORS:

Use AND or OR to combine concepts:

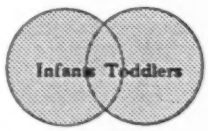
Television AND Children

Use AND to narrow a search—both terms must occur in the same citation or record.



Infants OR Toddlers

Use OR to broaden a search—one of the terms must occur in the citation or record.



SPECIAL INSTRUCTIONS

See reverse side for examples of other types of searches.

Important Keys:

PgUp (PgUp)

PgDn (PgDn)

Enter (Return) (↵)

Backspace [←]

Cursor Keys [↓] [↑]

Tab Key [⇆]

To Correct A Typing Error:

Backspace to the error and re-type the search. The Backspace key is located on the right side of the top row of numerals.

To Stop Printing:

Press Control key and Break. The Break key is often the same as Scroll Lock or Pause.

TO DISPLAY AND PRINT

To Display All Records, Long Format:

Press F4 (SHOW).

To see next screen use PgDn.

For previous screen, use PgUp.

Mark records you wish to print later by putting cursor on any line of the desired record using arrow cursor keys.

Press "M" to mark.

To Print Citation & Abstract For Marked Records or All Records:

Press F6 (PRINT).

Press Enter to accept "print options" and start printing.

To Change Fields or Records:

To change fields or records for displaying, press F4; then "O" for Options.

To change fields or records for printing, press F6, then "C" for Change.

Highlight options to be changed with arrow cursor keys.

Type desired option. See reverse side for examples of other PRINT and SHOW options.

Press Enter once or twice until displaying or printing begins.

To Display or Print a Previous Search:

Press F2 (FIND).

Type search# (e.g. #5).

Press Enter.

Then follow display or print instructions.

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TO SEARCH TITLES

Press F2.

Type either (1) a unique phrase from the title or (2) several words from the title connected by AND and enclosed in parentheses, followed by "in ti".

Exclude punctuation; omit these title words [and or with in not near] except as connectors.

Press Enter.

Examples: Iran contra

(Iran and contra) in ti

OTHER TYPES OF SEARCHES: SELECTED EXAMPLES

Author	quale dan in au
Corporate author	mental health in ca
Source	census in so
Item number	334-c-1 in it
Title	population reports in ti
Notes	1987 in nt
Publication year	py-1985-1988
Descriptor (subject heading)	day care in de
Publication type	statistics in pt

TO SEARCH AUTHORS

For personal names, use the INDEX described at right and type lastname-firstname.

For government agencies, try a corporate author (ca) or source (so) search.

Example: Department of defense in ca or department of defense in so.

Press Enter.

Scan names and put cursor on desired name using arrow cursor keys.

Press Enter to highlight name.

Press F2 (FIND) to search the name.

DESCRIPTOR SUBJECT SEARCHING

Use terms from Library of Congress Subject Headings.

Press F2 (FIND).

Type word or phrase followed by "in de".

Press Enter key.

Example: solar energy in de

Note: If the subject heading contains one of these words, put quotation marks around it: and, near, not, or, with

Example: television "and" children in de

Subject headings/descriptors may also be searched using the index.

THE INDEX

Browse or Search Descriptors, Keywords and Names

Press F5 (INDEX).

Type single keyword or hyphenated descriptor phrase or name.

Press Enter.

PgDn and PgUp keys move to next screen/previous screen.

To search from the index, put the cursor on the word you wish to search using arrow cursor keys.

Press Enter to highlight.

Press F2 to search.

INTERPRETING YOUR RESULTS

Selected GPO Field Labels

SU: SuDocs number

CA: Corporate author

AU: Author

TI: Title

SO: Source

PY: Publication year

SE: Series

DE: Descriptors (subject headings)

IT: Item number

PT: Publication type

SHOW AND PRINT OPTIONS

Selected examples:

FIELDS:

citn, ab (citation, abstract)

all (all fields)

citn, ab, de (citation, abstract, descriptors)

RECORDS:

all (all records)

1-25 (First 25)

1, 5, 7-12, 15, 22, 25, 32 (selected records)

Diane Worrell, Appalachian State University, 10/91

ERIC . . . QUICK REFERENCE GUIDE

ERIC indexes journals and research documents in education and related areas.

SIMPLE SUBJECT SEARCHING

(By Keywords)

- Press F2 (FIND).
- Type word or phrase. Avoid use of these words: [and, near, not, or, with, in, of] except as connectors.

  Example: risky shift
- Press Enter.

CONNECTORS:

Use AND or OR to combine concepts:

Drug Testing AND Athletics

Use AND to narrow a search—<u>both</u> terms must occur in the same citation or record.

Athletes OR Athletics

Use OR to broaden a search—<u>one</u> of the terms must occur in the citation or record.

SPECIAL INSTRUCTIONS

See reverse side for examples of other types of searches.

Special Keys:

PgUp (PgUp)

PgDn (PgDn)

Enter (Return) (↵)

Backspace [←]

Cursor Keys [↓] [↑]

Tab Key [⇆]

To Correct A Typing Error:

Backspace to the error and re-type the search. The Backspace key is located on the right side of the top row of numerals.

To Stop Printing:

Press Control key and Break. The Break key is often the same as Scroll Lock or Pause.

TO DISPLAY AND PRINT

To Display All Records, Long Format:

- Press F4 (SHOW).
- To see next screen, use PgDn.
- For previous screen, use PgUp.
- Mark records you wish to print later by putting cursor on any line of the desired record using arrow cursor keys.
- Press "M" to mark.

To Print Citation & Abstract For Marked Records or All Records:

- Press F6 (PRINT).
- Press Enter to accept "print options" and start printing.

To Change Fields or Records:

- To change fields or records for displaying, press F4; then "O" for Options.
- To change fields or records for printing, press F6, then "C" for Change.
- Highlight options to be changed with arrow cursor keys.
- Type desired option. See reverse side for examples of other PRINT and SHOW options.
- Press Enter once or twice until displaying or printing begins.

To Display or Print a Previous Search:

- Press F2 (FIND).
- Type search# (e.g. #5).
- Press Enter.
- Then follow display or print instructions.

OTHER TYPES OF SEARCHES: Selected Examples

- Press F2.
- Type a unique phrase from the title followed by "in ti", or type several words from the title connected by AND and followed by "in ti."
- Exclude punctuation; omit these title words [and or with in not near] except as connectors.
- Press Enter.

Example: kids writing comic books in ti.

kids and comic in ti

*Journal name	educational-forum in jn
*Identifier	california achievement tests in id
Publication year	py=1985-1988
Major descriptor	reading-achievement in dem
Journal articles only	fi=ej
Document type codes	dtn=060
Accession numbers	ej365556 in an
Word root (truncation)	child* (children, childhood)

** It may be preferable to use the Index (F5) to verify form of proper names.*

TO SEARCH AUTHORS OR PERSONAL NAMES

- Press F5 (INDEX).
- Type [last name] [hyphen] [first name].

  Example: dewey-john
- Press Enter.
- Scan names and put cursor on desired name using arrow cursor keys.
- Press Enter to highlight name.
- Press F2 (FIND) to search the name.

DESCRIPTOR SUBJECT SEARCHING

Use terms from the Thesaurus of ERIC Descriptors.

- Press F2 (FIND).
- Type single word with hyphen at the end. Type phrase with hyphens between words.

  Examples: grantsmanship-

  group-counseling.
- Press Enter.
- To search a word/phrase as it occurs in several descriptors, enter term(s) followed by "in de".

THERAPY IN DE gets "therapy," "music therapy," etc.

THE INDEX

Browse or Search Descriptors, Keywords and Names

- Press F5 (INDEX).
- Type single word or hyphenated descriptor phrase.
- Press Enter.
- PgDn and PgUp keys move to next screen/previous screen.
- To search from the index, put the cursor on the word you wish to search using arrow cursor keys.
- Press Enter to highlight.
- Press F2 to search.

INTERPRETING YOUR RESULTS

Selected ERIC Field Labels

AN: Accession number

- EJ: Journal article; check Periodical Titles List to see if library has.
- ED: ERIC document on microfiche, in Microforms Room.

AU: Author

DE: Descriptors (subject headings)

TI: Title

ID: Identifiers

JN: Journal citation

AB: Abstract

SHOW AND PRINT OPTIONS

Selected examples:

FIELDS:

citn, ab (citation, abstract)

all (all fields)

citn, ab, de (citation, abstract, descriptors)

RECORDS:

all (all records)

1-25 (First 25)

1, 5, 7-12, 15, 22, 25, 32 (selected records)

Diane Worrell, Appalachian State University, 9/92

ABSTRACT

This is a quick reference guide to assist users in searching the ERIC database produced by Silver Platter Information, Inc. It was prepared at Appalachian State University for use with college students and library staff.

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